

I.	<u>Position Title:</u> Administrative Assistant- Community Events	<u>Revision Date:</u> 03/15
	(PT non-benefitted)	<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 55771

Under the general supervision of the Community Events Director, processes contracts, creates various documents, corresponds with public and other city departments and performs clerical duties for Community Events, Sandy Arts Guild and Sandy Amphitheater.

- Contract Management
- Create purchase orders and check requests using the City's CCS system
- Assist with various projects:
 - Community Events
 - Float applications for community parades
 - Event support for Movies in the Park, Balloon Festival, Sandy 4th, and others
 - Sandy Arts Guild
 - Elementary school art show
 - Theatrical productions
 - Set, costume and prop rental
 - Sandy Amphitheater
 - Season ticket renewal and ticket sales

- Assist with fulfilling artist hospitality riders
- General office support as needed
- Assist with research and reports
- Perform other duties as assigned

Communication Skills: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of office equipment including computer, printer, copier, and telephone system.

Analytical Ability: Prioritize tasks, work well under pressure, exercise discretion and independent judgment when dealing with upset customers or vendors, may work independently on assigned projects involving planning, simple research and data collection, report preparation, and budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Generally comfortable working conditions and minimal noise level in the office. When assisting at events, employee may encounter loud noises and inclement weather. Job may entail great mental effort, pressure, fatigue, and exposure to deadlines. May include evening, weekend, and/or holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____